



COUNTY OF LOS ANGELES  
**HISTORICAL LANDMARKS and RECORDS COMMISSION**

383 Kenneth Hahn Hall of Administration · 500 West Temple Street · Los Angeles, CA 90012  
213/974-1431

Louis Skelton, CHAIRMAN • Stephen Sass, VICE-CHAIR  
Helen J. Monteilh • Yolanda Duarte-White • Ivy Sun, COMMISSIONERS

**MINUTES OF THE MEETING OF DECEMBER 1, 2006**

Room 372, Kenneth Hahn Hall of Administration  
500 West Temple Street, Los Angeles, CA 90012

**PRESENT:**

Louis Skelton, Chairman  
Stephen J. Sass, Vice Chair  
Yolanda Duarte-White  
Ivy Sun

**EXCUSED ABSENT:**

Helen J. Monteilh

**EX-OFFICIO REPRESENTATIVES:**

Robert Seal, County Librarian

**GUESTS:**

Michael Buhler, Director of Advocacy, Los Angeles Conservancy

**OTHERS PRESENT:**

Dedie Ward, Staff, Board of Supervisors

**CALL TO ORDER**

Chair Skelton called the meeting to order at 9:15 a.m.

**APPROVAL OF THE JUNE 17, 2005 MINUTES**

Chairman Skelton called for comments or amendments to the minutes of June 17, 2005. There were no comments or amendments, and without objection, the minutes were approved by acclamation as submitted.

**CHAIRMAN'S REPORT**

Chair Skelton reported the following:

- On March 21, 2006 the Board of Supervisors adopted an ordinance extending the sunset review date for the Historical Landmarks and Records Commission to June 30, 2011.

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- The Commission should continue discussion on the establishment of the Historical Landmarks and Records Commission's Website;
- Development of new strategies, by the Commission, is necessary to fulfill the Commission's mission of providing greater service to the historical community as well as the public in general; and
- The Commission is supportive and looks forward to the implementation of the Historical Preservation Ordinance and has contacted various entities/departments seeking an update on the ordinance.

**STAFF REPORT – RESULTS OF SUNSET REVIEW RECOMMENDATION**

An adopted copy of the Audit-Committee's Sunset Review recommendation approved by the Board on March 14, 2006 was distributed.

(Vice-Chair Sass joined the meeting at 9:30 a.m.)

**ELECTION OF CHAIR AND VICE-CHAIR FOR 2006-2007**

On motion of Commissioner Duarte-White, seconded by Commissioner Sun and unanimously carried, Chair Skelton and Vice-Chair Sass were re-elected as Chair and Vice-Chair for 2006-2007.

**REVIEW OF NATIONAL REGISTER OF HISTORIC PLACES NOMINATIONS FOR MCKALLY, ANDREW, HOUSE**

**None.**

**DISTRIBUTION OF RECORDS MANAGEMENT STATUS REPORT**

Demetria Ward, Staff, distributed copies of the "Records and Archives Management Program – Quarterly Status Report (July – September 2006)."

The Commission agreed that Departments which have completed their archival records inventory need to be commended for their timeliness in implementing the Program.

The Commission noted the possibility of designating certain buildings such as the Fred C. Nelles building, in the city of Whittier, as a central storage location for documents with historical value, thus implementing the "Archives Program."

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**DISCUSSION ON HISTORICAL LANDMARKS PRESERVATION ORDINANCE**

Following discussion, the Commission concluded that a Historical Landmarks Preservation Ordinance is crucial for the Unincorporated area, and agreed to schedule an appointment with Supervisor Antonovich to seek his support in the implementation of a Preservation Ordinance.

**FUTURE AGENDA TOPICS**

None.

**EX-OFFICIO MEMBER REPORTS**

Michael Buhler, Director of Advocacy for the Los Angeles Conservancy introduced himself and gave an update on the Los Angeles Conservancy.

Robert Seal, County Librarian, commented on and distributed the County Records – Draft General Retention Schedule which is currently being circulated for stakeholder's input.

**MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON THE AGENDA FOR ACTION AT A FUTURE MEETING)**

None.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:30 a.m.